

## **HQ Western Region ROTC**

### **Requirements Input (cheat sheet)**

1. Log in to the TAMIS-R Live site <https://tamis.army.mil>
2. Once logged in click on “Manage” to get to the Manage menu
3. Click “Requirements” to enter Requirement data
4. Click on “Your School” on the left side of the screen
5. Select DODIC’s that you will have a requirement for
6. Click “Next”
7. Select your Sort option, usually left as DODICs. Click “Next”
8. Input required quantity’s in “Requirements” Block
9. Click “Save Requirements”

### **Brigade Roll Up**

1. Log in to the TAMIS-R Live site <https://tamis.army.mil>
2. Once logged in click on “Manage” to get to the Manage menu
3. Click “Requirements” to enter Requirement data
4. Click “Your Brigade” on the left side of the screen
5. Select all BN’s from the center screen Click “Next”
6. Select DODIC’s with requirements Click “Next”
7. Select Sort Option, Usually left as DODICs, Click “Next”

8. Click "Accept" or "Accept All" This will Roll-up all Requirements under the BDE
9. Click "Save Requirements"

Once you click "Save Requirements" your requirements are saved in the system.

More information can be found in the TAMIS-R User Manual.